

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
December 20, 2010**

Members Present: Chairman Jim Sharon; Paul Dean; Billy Fried; Scott Holewinski; and John Hoffman.

Others Present: Curt Krouze, Buildings & Grounds Director; Dianne Jacobson, Department on Aging Director; John Potters, County Coordinator; Brian Desmond, Corporation Counsel; Peter Wolk, District #18 Supervisor; John Sweeney, Chief Deputy; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Sharon called the meeting to order at approximately 10:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the amended agenda by Dean/Hoffman. All aye on voice vote. Motion to approve the committee meeting minutes of November 22, 2010 with no additions, deletions or corrections by Hoffman/Dean. All aye on voice vote.

**CLOSED SESSION: ARCHITECTURAL CONTRACT AND LEGAL ADVICE
ON BID PROCEDURE**

Motion by Fried/Dean to enter into closed session pursuant to Section 19.85(1)(e), Wisconsin Statutes, "deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reason require a closed session (Topic: Architectural Contract), AND pursuant to Section 19.85(1)(g), Wisconsin Statutes, "conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to be come involved (Topic: Legal Advice on Bid Procedure).

A roll call vote taken at approximately 10:03 a.m. was:

Fried – aye
Hoffman – aye
Holewinski – aye
Dean – aye
Sharon – aye

Also present during the closed session discussion were: Desmond, Krouze, Wolk, and Jacobson.

RETURN TO OPEN SESSION

Motion to return to open session by Holewinski/Hoffman.

A roll call vote taken at approximately 10:55 a.m. was:

Fried – aye
Hoffman – aye
Holewinski – aye
Dean – aye
Sharon – aye

Krouze read the following motion made and approved in closed session into the record.

Motion by Hoffman/Holewinski to approve the payment of \$6,396 to Ayres Associates for architectural work performed for the remodel of the Northern Advantage Job Center with monies to come from the building fund for the Department on Aging. A roll call vote was as follows:

Fried – aye
Hoffman – aye
Holewinski – aye
Dean – naye
Sharon – aye

Krouze stated no other action was taken in closed session.

REVIEW AYRES ASSOCIATES' RECOMMENDATION REGARDING CONTRACTOR FOR PHASE I RENOVATION OF NORTHERN ADVANTAGE JOB CENTER

Krouze read the recommendation from Ayres Associates that Huotari Construction, the lowest bid, be accepted. He stated that Ayres Associates has had a positive history of working with Huotari Construction.

Discussion followed. Supervisor Fried asked if the architect had provided any information on any of the other bidders. Krouze responded that the architect only provided information on the low bidder.

Funding of the proposed project was discussed. Krouze indicated that the total projected cost of \$580,000, included \$200,000 that will come from other sources (anonymous donation of \$100,000 and nutrition grant funds). Krouze indicated he felt the total projected cost for Phase I and II should cost no more than a total of \$580,000. He stated that a portion of the \$150,000 for IT connection will be spent, and he believed that the reduction in that amount would be significant. He stated that the county had \$265,000 budgeted for the renovation of the WPS building and that amount would transfer to the job center building for renovation to accommodate the health department. Krouze stated that the reason for

dividing the project into two phases was to meet the deadline imposed by the anonymous donor so the county would qualify for the \$100,000 donation.

Committee members discussed the need to divide the renovation into two phases to meet the requirements of the \$100,000 donor.

Krouze explained that the renovation would begin March 1, 2010, when the renters are no longer in the building.

Supervisor Fried questioned if there would be any benefit to extend the process.

Krouze stated he felt the bids would not come in lower than what they had come in at during this bidding process. He recommended the committee move forward. He stated that he felt the project would have been designed more completely had it been done as one project, with more time taken. He stated the "spec" is a good one, and the department on aging is getting what they need. He stated it was his opinion that, in the long run, the county will be happy that the more robust kitchen was included.

ACTION ON BID FOR PHASE I RENOVATION OF NORTHERN ADVANTAGE JOB CENTER BUILDING

Holewinski/Hoffman moved to acknowledge the bids as opened December 16, 2010. All aye on voice vote.

JAS Construction, LLC - \$229,700
Eagle Construction Co., Inc. - \$256,590
S. D. Ellenbecker, Inc. - \$245,387
Miron Construction Co., Inc. - \$235,500
Huotari Construction, Inc. - \$226,639

Motion by Holewinski to award the bid to JAS Construction, LLC in the amount of \$229,700, based on that firm using more local trades than the lowest bidder, because the use of local trades would be advantageous to the county. The motion failed due to lack of a second.

Motion by Hoffman to award the bid to the low bidder, Huotari Construction, Inc., in the amount of \$226,639, as per the recommendation from Ayres Associates, project architect. Second by Sharon. Discussion followed. Supervisor Fried stated that he was not comfortable being governed by the \$100,000 donation. Supervisor Hoffman stated he agreed, but felt unless there are cuts to the project, there would be no savings. He stated if the project were to be re-bid, there would be no significant savings, and the \$100,000 donation could be lost.

Krouze responded that there is not sufficient time to go through the bid process again and meet the donor's deadline of December 31st.

Supervisor Dean stated the county is chasing the \$100,000 donation.

Supervisor Holewinski discussed the need for the committee to move forward, noting even if the donor were to grant an extension on the timeframe, the only way the cost could be impacted would be to change the specs, which would also cost money.

The motion was called: Fried no; Hoffman aye; Holewinski no; Dean no; Sharon aye. Motion failed.

Motion by Holewinski/Dean to accept the bid of JAS Construction LLC for the amount of \$229,700 based on that firm's use of more local contractors than the lowest bidder. Supervisor Holewinski stated there are multiple families in the county who would benefit by hiring a firm using local trades, and that for the approximately \$3,000 additional cost, it would be well worth that difference. He stressed the need to hire local. Supervisor Dean reiterated the need to use local contractors as well. Supervisor Hoffman noted this firm had a small number of local contractors, but there were more local contractors with one of the other bidders. Discussion followed with regard to the possible savings by re-bidding the project. Jacobson stated the commission on aging has gone over the entire kitchen drawing. She discussed Supervisor Paszak's expertise in that area, noting the commission on aging is bringing \$200,000 to the table and didn't feel there should be a change to the kitchen plan. Supervisor Fried questioned if the committee can suggest to the general contractor to use local contractors. Desmond stated that the subcontractors were identified in the responses from the bidders. He stated that the committee can stress to the general contractor that the reason their bid was selected was based on the use of local subcontractors, and that the committee would invite the use of local trades on anything they can use them on, which would also be viewed favorably by the board. He stated that the county can ask for a different subcontractor because of a poor work history with the county, but the bidders have their subs in place at this time. Krouze stressed to the committee that by passing this motion the committee would be awarding the bid to the firm of JAS Construction LLC, the committee was not awarding the bid to the lowest bidder, and would be going against the recommendation of the project architect and corporation counsel. The vote was called: Holewinski – aye; Hoffman - abstain; Fried – aye; Dean – aye; Sharon - aye. Motion carried.

ADVERTISEMENT FOR REQUEST FOR PROPOSALS – SHERIFF'S DEPARTMENT STORAGE

Krouze stated that this item would be in regard to the addition to the sheriff's department for storage, and that what was being proposed would be to begin the process to solicit architectural services. He asked that the committee approve doing an ad and soliciting prices from architectural firms who have dealt with the county in the past.

Supervisor Holewinski stated he would like to complete phase I and phase II on the Northern Advantage Job Center, so staff and the committee aren't jumping back and forth on these projects.

Sweeney responded, stating everything he's heard is that the time to get this project out is now. He stated he would hope it would be in the county's best interest to move the project along at this time, noting he would make the necessary time to assist Krouze.

Krouze stated he would contact Ayres Associates, Venture Architects, Hoffman LLC, and Becher Hoppe, all of whom who have worked with the county in the past. He discussed requesting figures on a design build concept on this, as well as a standard architectural process, so he would ask for pricing to include both. He stated he anticipated for bids to be back in a month to six weeks, and proposals would be reviewed at the committee level.

Supervisor Dean stated he must have missed a meeting when this was passed.

There was discussion on the scope of the project as approximately 5,100 square feet for evidence storage, some program space, and an outdoor impound area.

Supervisor Holewinski noted the county board approved this addition, and it would be this committee's job to follow through on it. He noted that the board approved a budget of \$900,000 for the project.

Motion by Holewinski to move forward on the advertisement for the sheriff's department storage building. Second by Hoffman. All aye on voice vote.

NON-BUDGETED ITEM REQUESTS

Health Department Request For Two Ergonomic Workstations

Krouze discussed the request, noting that this would be paid for by grant funds and the workstations could be used when the department is moved. Motion by Holewinski/Hoffman to approve the request for two workstations at a cost of \$4,999.55 to come from health grants. All aye on voice vote.

YEAR 2011 BLANKET PURCHASE ORDERS

Brunette provided year 2011 blanket purchase orders for committee signature. Motion by Holewinski/Hoffman to approve the 2011 blanket purchase orders. All aye on voice vote.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Dean. All aye on voice vote.

PUBLIC COMMENT

There was no public comment at this time.

ITEMS FOR NEXT AGENDA

Chairman Sharon indicated that items for the next agenda would be Phase II renovation of the job center building, responses from architects and other items as they arise.

REVIEW UPCOMING MEETING DATE

Chairman Sharon noted that the next meeting date had previously been scheduled for Monday, January 17, 2011 at 10:00 a.m. Holewinski stated he would be gone from that meeting.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Dean. The time was 12:03 p.m. All aye on voice vote.

Jim Sharon,
Chairman

LuAnn Brunette,
Committee Secretary